

JOB VACANCY ANNOUNCEMENT

US EMBASSY, ACCRA

May 07, 2010

ANNOUNCEMENT # HR10-016

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration

OPEN TO: All Interested Candidates

POSITION: SURVEILLANCE DETECTION COORDINATOR

POSITION NO: A56001

OPENING DATE: May 07, 2010

CLOSING DATE: May 20, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: (Position Grade: FP-6 is confirmed by Washington)

*Ordinarily Resident: GH¢10,822 p.a. (Starting salary)
(Position Grade: FSN-08)

LENGTH OF HIRE: Indefinite

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Accra, Ghana is seeking an individual for the position of a **SURVEILLANCE DETECTION COORDINATOR** in the Regional Security Office (RSO) of the Embassy.

BASIC FUNCTION OF POSITION

The incumbent supervises and coordinates all aspects of the Surveillance Detection Program at post as directed by the Regional Security Officer (RSO). Assists the RSO in incorporating comprehensive Surveillance Detection and awareness as essential functions of the integrated security plan. Coordinates the participation, harmonization, and training of post resources (e.g. LGF, GSO drivers, LE Staff, Local Police, and Domestic Staff) and the Surveillance Detection (SD) team. Directs the operational planning, deployment, management and support of the SD team – to include daily mission planning, long-term operational analysis and planning, incident reporting

and evaluation, Security Incident Management and Analysis System (SIMAS), training administrative and logistical support, and budgeting.

In accordance with RSO directives, the incumbent supervises team in use of electronic equipment to photograph and/or videotape suspicious or unusual activities and personnel. Supervises and establishes mobile surveillance detection operations to detect, identify, and monitor hostile mobile surveillance activities directed against USG vehicles and privately operated vehicles of designated USG personnel and their families. Supervises team in use of electronic equipment to photograph and /or videotape suspicious or unusual activities and personnel. Supervisory duties include recruitment and selection of SD team members, training, scheduling shifts of team members, approving leave of subordinates, monitoring job performance of SD team members, and recommending performance improvement, performance recognition or disciplinary actions.

Also briefs RSO on SD operations and incident/sightings. Ensures that all SD sighting reports are fully documented and properly entered into the SD database and the Security Incident Management and Analysis System (SIMAS) by the SD program data technician. Overseas SD team administration and logistical support requirements. Ensures SD team properly utilizes issued communications, photographic and video, and other surveillance detection equipment in performance of assigned duties and tasks, in accordance with U.S. Government regulations and Post/RSO policies and guidelines. Prepares shift report, incident report, and operational assignment summaries. Prepares record of interviews with host country nationals, third country nationals, and USG employees and family members.

H/she also serves as liaison with other agencies and offices at post on SD matters, as directed by the RSO and engages in other security-related task.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school and university level education is required.
2. Three years experience in a field and at a level sufficient to demonstrate mastery of multiple, complex, time-sensitive tasks in a fluid and demanding environment is required. At least one year of prior supervisory experience at level commensurate with the size of the SD team and the scope of the program at post is required.
3. Level three (good working knowledge) Speaking/Writing/Reading English. Level four (fluent) speaking/writing in any one language of the host nation is required; in unusual circumstances, this provision may be waived.
4. Position requires a working knowledge of law-enforcement and security surveillance techniques, and a thorough knowledge of basic management and leadership principles and practices. Knowledge of host country law enforcement organizations, responsibilities and capabilities is required.
5. Must possess a valid host nation driver's license.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment Form (SF-171 or OF-612); or
2. A current résumé or curriculum vitae that provide the same information as an OF-612.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. A telephone number, post office box and/or e-mail address where we can contact you to schedule an interview.

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. All "Hard Copy"/printed applications must be submitted to the Mail Room at the Chancery. **Hard Copy Applications submitted through any other office will not be accepted.** You may apply on-line using the AccraHRO@state.gov email address. **This is the preferred means of applying** for a position with the American Embassy. Please go

to our website for additional information, including current openings and tips on applying with the American Embassy in Accra.

http://ghana.usembassy.gov/job_opportunities.html

- 3. ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

SUBMIT APPLICATION TO:

Human Resources Office
Through the Mailroom, Chancery
American Embassy, Accra
P.O. Box GP 194
Cantonments – Accra

POINT OF CONTACT:

Telephone: 030-2741000

Fax: 030-2741389

E-mail: AccraHRO@state.gov

To get a copy of this vacancy announcement, please log on to our website at:

http://ghana.usembassy.gov/job_opportunities.html

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

--U.S. citizen;

--Spouse or dependent who is at least age 18;

--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;

--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

--Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to

or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 20, 2010

The U.S. Mission in Accra, Ghana, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.